

## **Waiver Request Instructions for Operation During H1N1 School Closures**

### **Notification of Closure Instructions**

Summer Food Service Program OR

Seamless Summer Option of the National School Lunch Program

Schools and Community Organizations that wish to continue to provide reimbursable meals to children during school closures related to the H1N1 influenza virus must provide a written waiver request to operate either the Summer Food Service Program (SFSP) or Seamless Summer Option (SSO) prior to serving meals during an H1N1 related school closure. In addition to the Waiver Request, an Addendum to the School Nutrition Programs Permanent Agreement/Summer Food Service Program Agreement/Policy Statement must also be submitted. The Addendum can be found on our website: <http://dpi.wi.gov/fns/pandemic.html>.

The primary goal of meal service offered during an H1N1 related school closure is to address the loss of school meals for the low-income children enrolled in the closed school. Any school or Community Organization (CO) seeking to implement this waiver request agrees to operate the SFSP or SSO in accordance with the Federal regulations with these noted exceptions:

1. The requirement for serving and consuming meals in a congregate setting is waived.
2. Pre-operational training and monitoring requirements are waived.
3. Limitation of the operation during an unexpected school closure during the school year to non-school sites is waived.
4. This waiver request may be implemented only by schools/COs with a current agreement with the DPI for participation in the SFSP or SSO.
5. The school or CO must notify the DPI that they are implementing the waiver before serving meals.

To request this waiver, please submit to DPI the following information on agency letterhead:

- Name of Agency Requesting Waiver,
- Contact Person, including name, phone number, e-mail address,
- Indicate whether or not the school or CO participated in the SFSP or SSO in 2009,
- Provide the name and address of the school(s) covered by the waiver. If the School District has many school buildings you may indicate "all school buildings" or "all school buildings with the exception of..." and provide a list of those schools that the waiver would not pertain to. During the notification process of *actual* implementation, school detail must be provided.
- Indicate at what point after declaration of a public health emergency and school closure would the meal service start,
- Provide name, address, and contact information for each preparation site,
- Describe how the school agency and/or the CO will include the environmental health specialist with the Department of Health Services or its agents in the development of an operational plan to ensure that:
  - food code regulations are met during food preparation and delivery including maintaining food at proper temperatures;
  - food preparers and those delivering meals are not harboring H1N1 or are symptomatic; and

- precautions are taken to ensure that delivery to homes does not necessary expose food service personnel or delivery personnel to illness and/or sickness within the home.

Note: The environmental health specialist should be the person presently conducting food safety inspections for the school agency.

- Indicate the types of meals that will be provided – see Question #10 of USDA Policy Memo [School Closings for H1N1 Outbreaks: Questions and Answers](#),
- Describe the meal distribution method(s) that will be used,
- Describe how you will ensure proper operation of the program, including meal content, how meal counts will be taken, oversight of operation, etc.,
- Describe how the school or CO will target the meal service to low-income children from the closed schools, including children that may not have free or reduced price eligibility information on file (i.e. children new to the school),
- Describe how the school or CO will communicate the availability of meals to eligible families, and
- Describe any additional changes to standard meal service operation that will be necessary when serving meals during an H1N1 related school closure. This may include issues of personnel and staffing, availability of suppliers, procurement requirements, and any limitations imposed by current school contracts with suppliers or food service management companies.

Please send the Waiver Request and Addendum to:

**Summer Food Service Program (SFSP)**

Amy Kolano, RD, CD  
608-266-7124  
[amy.kolano@dpi.wi.gov](mailto:amy.kolano@dpi.wi.gov)

**Seamless Summer Option (SSO)**

Cindy Loechler, RD, CD, SNS  
608-266-5185  
[cindy.loechler@dpi.wi.gov](mailto:cindy.loechler@dpi.wi.gov)

Department of Public Instruction  
PO Box 7841, Madison, WI 53707-7841

## NOTIFICATION OF CLOSURE

To implement the Program chosen once it is determined that a school will close due to an H1N1 health emergency, please provide the following:

**SFSP:**

Email Amy Kolano:

1. Name, address, and percentage of students eligible for free and reduced price meals of closed school(s),
2. Anticipated dates of closure(s),
3. Update SFSP application or apply On-line for the SFSP. Complete the Sponsor and at least site application (DO NOT update the on-line application unless the school ACTUALLY closes).

**SSO:**

Email Cindy Loechler:

1. Name, address, and percentage of students eligible for free and reduced price meals of closed school(s),
2. Anticipated dates of closure(s).